

LANCASTER COUNTY
ASSISTANT FOOD SERVICE DIRECTOR

NATURE OF WORK

This is professional work as the clinical dietitian of a county operated skilled and intermediate care facility, responsible for the management of the clinical dietetic service.

Work involves planning, directing and coordinating activities related to the nutritional care of adult and geriatric residents. Work also involves assisting the Food Service Director with planning, coordinating and directing the activities of the food service division including menu planning, recipe analysis, food preparation, distribution, service and sanitation; assisting in division management of personnel, finances, equipment and sanitation; communicating with medical services, nursing, social services and activities regarding resident nutritional status; and assist in budget preparation and analysis. General supervision is received from the Food Service Director. In the absence of the Food Service Director, supervision is exercised over the Food Production Manager, subordinate cooks, food service workers, clerical and storeroom personnel.

EXAMPLES OF WORK PERFORMED

Develop and implement policies and procedures to meet the State, Federal and USDA standards for resident nutritional care.

Assess the nutritional status of residents using anthropometric data, laboratory values, diet histories and physical appearance; develop food service intervention plans to meet nutritional needs and preferences.

Record assessments and any changes in food intake, laboratory data, and anthropometric measurements in the medical record on at least a quarterly basis.

Communicate recommendations for nutritional intervention to physician, nursing staff and family members; counsel resident and family members regarding food intake and dietary intervention.

Plan resident menus incorporating physician diet prescriptions which meet the nutritional, physical, and food preference needs of residents; plan specialized/restrictive menus for residents with endstage terminal illnesses where nutritional therapy is a major component of the treatment.

Obtain food preferences and diet histories from resident and family members.

Serve as the nutrition resource person in residents' Overall Plan of Care process; review and update resident care plans; gather resident information and complete required reports; plan and implement approaches to nutrition goals.

Assist Food Service Director in interviewing, hiring, and orienting new food service employees; assist the Food Service Director in budget analysis and preparation.

Assist Food Production Manager in implementing resident menus; assist in recipe quantification, food quality determinations, and recipe analysis and standardization; ensure food items meet temperature, appearance and quality standards identified by state and facility guidelines.

Prepare and teach topics and issues involving nutrition to staff, residents, family members, and students in classes, inservices, and meetings.

Act as Food Service Director in his/her absence.

Act as communication link between nursing staff, dietary staff and residents regarding food concerns.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of state, federal and USDA regulations regarding skilled and intermediate care facilities.

Knowledge of planning normal and therapeutic menus within the physician's diet prescription to meet the nutritional, physical, and food preference needs of the residents.

Knowledge of current dietetic principles in the areas of food service management, therapeutic nutrition, and food science for a geriatric population.

Knowledge and experience in the use of computers in inventory control, food costing, purchasing, nutrient analysis, and resident diet information.

Knowledge of food service equipment, operation, maintenance, cleaning, and sanitation.

Knowledge of food service layout and design.

Ability to accurately assess and document the nutritional status of geriatric residents using appropriate anthropometric measurements, laboratory values, diet histories, and physical characteristics.

Ability to solve nutritional problems and develop and implement treatment plans.

Ability to plan, delegate, organize, and coordinate the work of subordinates engaged in institutional food preparation, distribution and sanitation activities.

Ability to coordinate, develop and conduct classroom and inservice training programs in the field of nutrition.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, physicians, residents, family members and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in dietetics and nutrition including experience in clinical nutrition; successful completion of a dietetic internship; American Dietetics Association Registration; and licensure or eligibility for licensure in Medical Nutrition Therapy in the state of Nebraska.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in dietetics and nutrition; successful completion of a dietetic internship; American Dietetics Association registration eligibility; and licensure or eligibility for licensure in Medical Nutrition Therapy in the state of Nebraska.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

Approved By: _____
Department Head

Personnel Director

Revised 5/98

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